

# STRATA ASSISTANT

**All Suburbs Strata Management Pty Ltd** is a member of the SCA (NSW) with a reputation for integrity and professionalism. Our office is located in Liverpool and we specialise in providing excellent strata management services to all classifications of Strata and Community properties. An opportunity exists for a dynamic, motivated and enthusiastic **Strata Assistant**.



The ideal candidate will have exceptional communication and customer service skills and will continually strive to maintain excellent service levels to both internal and external customers. Your attention to detail is outstanding with the ability to support two busy Strata Managers with diverse portfolios.

This is a busy and challenging position and you will ideally have a minimum of three years experience in a customer service/ administrative role in strata.

Ideally you will possess Certificate of Registration status with the Office of Fair Trading or be willing to undertake a course to attain this qualification.

You will be expected to demonstrate commitment, loyalty and an ability to work individually and as an enthusiastic team member in accordance with office routine and procedures.

## **Key Duties:**

- Provide high quality customer & administrative services
- Organise & follow up repairs & quotations
- Prepare & distribute meeting agendas, notices & minutes
- Complete action sheets following meetings
- Assist Strata Manager with prompt follow up & resolution of enquiries & complaints as directed
- Prepare strata plan files; ensure all filing is up to date
- Maintain a well groomed & business like appearance

## **Essential Skills & Attributes:**

- Excellent Customer Service ethics
- Excellent written & verbal communication
- Capability to multi task & prioritise
- Pleasant, mature & outgoing personality
- Proficiency with computers & Windows based programs
- Excellent administration skills
- Proficiency in *Stratamaster* or equivalent is desirable

Career progression is a possibility for the right candidate!

**Candidates can apply by email to: [enquiries@allsuburbsstrata.com.au](mailto:enquiries@allsuburbsstrata.com.au)**